

Agenda Item Form

Agenda Date: 06/29/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☐ General Fund
- ☒ Grant (duration of funds: 3 Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

This grant funded contract will provide on the job training for the participant of the TACE(Transition Adjustment and Career Education) program. The TACE program is a collaborative project with the Upper Rio Grande @ Work, El Paso Community Foundation and 15 other governmental and non-profit agencies that provide people with disabilities the opportunity be part of the mainstream workforce.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary only

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

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INVESTMENT DIVISION

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **MARCIA TIRRES**, to assist the Zoo as a Zoo Commissary & Hospital Aide at an hourly rate of \$8.33 for 20 hours per week. The term of the contract shall be for the period of June 30, 2004 through September 30, 2004.

APPROVED this 29th day of June, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **MARCIA TIRRES**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Zoo, desires to employ the Employee as a Zoo Commissary & Hospital Aide; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Zoo, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about June 30, 2004 and be completed by September 30, 2004.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at an hourly rate of Eight and 33/100 Dollars (\$8.33). The employee shall work a maximum of twenty (20) hours per week. Employee is classified as an non-exempt employee under FLSA and is eligible for overtime pay. In the event that Employee works in excess of forty (40) hours per week, Employee shall be paid overtime in accordance with the Fair Labor Standards Act.

The City will provide no fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Zoo, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9. NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso
Zoo
Attn: Director
4001 E. Paisano Dr.
El Paso, Texas 79905

EMPLOYEE: Marcia Tirres

IN WITNESS WHEREOF the parties have executed this agreement at El Paso,
Texas this 29th day of June, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Marcia Tirres
SSN:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Guadalupe Cuellar
Deputy City Attorney

R. William Torgerson
Zoo Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

By: _____, Secretary
Date: 6/24/04

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

ZOO COMMISSARY & HOSPITAL AIDE

(EL PASO CONTRACT POSITION)

General Purpose

Under immediate supervision, assist in preparing predetermined regular and special animal diets, and assist with feeding quarantined animals and cleaning and sanitizing animal hospital, as instructed.

Typical Duties

Assist in preparing and feeding liquid and solid servings of foods for Zoo animals. Involves: Cut, weigh, measure, process and mix ingredients to include vitamin, mineral and other nutritional supplements, as instructed. Place prepared food and fill water containers in temporarily vacated cages, pens and yards during scheduled times.

Maintain inventory as required. Involves: Stock, arrange and inventory Zoo animals' foodstuffs. Inform supervisor of level, quality and condition of Zoo animals' food and other supplies. Invoice supplies and materials as instructed. Help load and unload freight if assigned.

Use kitchen utensils, operate small kitchen appliances and handle cleaning chemicals, sharp laboratory equipment and tools. Involves: Manipulate sharp hand knives and food processor blades, and other kitchen tools to produce meals. Utilize scales and other measuring instruments to prepare portions following prescribed recipes and formulas. Gather, clean and sterilize laboratory equipment and surgical instruments with care and caution, as instructed. Comply with safety regulations.

Perform kitchen and hospital clean up. Involves: Wash, dry and store dishes and cutlery. Clean and disinfect counters, equipment, holding areas, laboratory room and other designated areas in accordance with procedure. Inform supervisor of concerns with condition of Zoo animals' holding pens. Sweep and mop floors. Collect and discard garbage in designated containers.

Perform miscellaneous related dietary service work or basic clerical tasks as required.

Minimum Qualifications

Education and Experience: Equivalent to a High School Diploma or General Education Development (GED).

Licenses and Certificates: None.

Phone (919) 992-8888
Email: dan@baptistpress.com

References

Summary of qualifications

- I have extensive knowledge of animals, their habitats and related diets. I worked as volunteer for the El Paso Zoo around 2001. I gave information to the public regarding snakes, insects, birds, etc. I am an avid reader of animals, their habitats, gestation periods, lifespan, etc. I have the ability to put together animal cages and do minor maintenance as required. I follow procedures for feeding, stocking, cleaning. Set up displays as needed. I follow oral and written instructions, complete merchandise log, enforce employment rules including safety practices and work effectively with my supervisor, coworkers and the general public. I am experienced in handling animals and restraining animals. I assist with clean up duties and answer customer's questions.

Volunteer experience

- Active in church ministry including drama events.